



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

RESOLUTION NO. 3640

At the meeting of the Houston Housing Authority Board of Commissioners, **March 21, 2023**, the following resolution was moved by **Andrea Cooksey** and seconded by **Stephanie Ballard**:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with US Bank, and make necessary changes to the Contract as required, for the implementation of a prepaid debit card program to benefit participants in Houston Housing Authority programs pursuant to the memorandum dated March 7, 2023, from the Michael Rogers, Vice President Fiscal & Business Operations to David A. Northern, Sr. President and CEO. The Contract will be a no-cost contract to the Houston Housing Authority.

A true and accurate copy of the vote is listed below, and a true and correct copy of the Resolution that was approved is attached hereto.

Name	Aye	No	Abstain	Name	Aye	No	Abstain
L. Snowden, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M. Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Kirkendoll, Vice Chair*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Cooksey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Thomas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. Ballard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***Absent:** *K.Kirkendoll*

(SEAL)



DocuSigned by:

David A. Northern, Sr.

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David A. Northern, Sr., Secretary
HHA Board of Commissioners



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REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to execute a contract with US Bank for the implementation of a prepaid debit card program to benefit participants in Houston Housing Authority programs.

2. Date of Board Meeting: March 21, 2023


3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with US Bank, and make necessary changes to the Contract as required, for the implementation of a prepaid debit card program to benefit participants in Houston Housing Authority programs pursuant to the memorandum dated March 7, 2023, from the Michael Rogers, Vice President Fiscal & Business Operations to David A. Northern, Sr. President and CEO. The Contract will be a no-cost contract to the Houston Housing Authority.

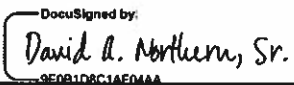
4. Department Head Approval Signature  Date: 3/16/2023

5. Statement regarding availability of funds by VP of Fiscal Operations-

Funds Budgeted and Available Yes No Source N/A

VP of FO Approval Signature  Date: 3/16/2023

6. Approval of President & CEO

Signature  Date: 3/16/2023



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MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: MICHAEL ROGERS, VICE PRESIDENT FISCAL & BUSINESS OPERATIONS
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH US BANK TO PROVIDE PREPAID DEBIT CARDS TO PARTICIPANTS IN HOUSTON HOUSING AUTHORITY PROGRAMS
DATE: MARCH 7, 2023,

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with US Bank to provide prepaid debit cards to participants in Houston Housing Authority programs.

BACKGROUND:

The Houston Housing Authority (HHA) is currently providing prepaid debit cards as a means to remit Utility allowance payments to participants in the Housing Choice Voucher program. The current provider of this prepaid debit card program is Bank of America.

Bank of America has notified HHA that it intends to exit this program and that HHA needs to find a replacement for these services if it intends to continue to offer prepaid debit cards for current or any future use.

The use of prepaid debit cards is a very efficient way for HHA to process payments like the utility allowance for HCVP participants. It is also a very efficient system for the participants as their respective funds are loaded onto their cards early each month eliminating any need to go to a bank to make a deposit or visit a bank or check cashing service to obtain their funds.

Going forward HHA intends to expand this service to public housing or other program participants to expedite getting their funds to them as well. Future uses of this program such as using this for employee reimbursements or other items is also under consideration and will be discussed with US Bank to determine the viability of these program expansions.

These services are provided at no cost to HHA and for the most part at no cost to HHA program participants with very limited exceptions such as multiple card replacements or other non-routine matters. Any and all cost that may be charged to participants will be fully disclosed to card recipients.

ADVERTISEMENT:

In January, 2023, a legal notice advertising RFP 23-09 Prepaid Debit Cards (RFP 23-09) was posted in the Houston Chronicle.

In addition to posting RFP 23-09 on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List and potential firms found through online searches.

Interested parties were also able to access RFP 23-09 by going to the websites of the City of Houston Office of Business Opportunity ("OBO"); the Greater Houston Black Chamber of Commerce ("GHBC"); the Houston Minority Supplier Development Council ("HMSDC"); the Houston Chapter of the National Association of Minority Contractors ("NAMC"); and to the Houston Office of the United States Small Business Administration ("SBA").

EVALUATION PROCESS

On February 23, 2023, HHA's Procurement Department opened the three following sealed bids in response to RFP 23-09:

1. Dash Solutions
2. TC Group of Companies
3. US Bank

These responses were reviewed by a three-person panel consisting of Michael Rogers, Vice President Fiscal & Business Operations, Gary Baxter, Director of the Housing Choice Voucher Department, and Sunil Patel, Accounting Supervisor – Section 8. Michael Rogers chaired the panel.

The proposals were reviewed individually and evaluated according to the following seven (7) criteria:

Evaluation/Selection Criteria	Maximum Score
Company Profile	5
Experience working with PHA's or other public entities	20
Community Reinvestment Act Rating	15
Meets Banking Requirements	5
Fee Schedule (for HHA and Participants)	30
Program Accessibility	20
M/WBE Participation	5
Total	100

After each scoresheet was submitted the totals were tabulated as follows:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	US Bank	N/A	88
2	TC Group of Companies	N/A	65
3	Dash Solutions	N/A	40

US Bank was determined to have submitted the best presentation and was selected by the panel for the award of the contract.

References have been checked and returned positive. There are no conflicts of interest, and US Bank is not on the HUD Debarment List.

RECOMMENDATION

Accordingly, I recommend that the Board considers this resolution, which states:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with US Bank, and make necessary changes to the Contract as required, for the implementation of a prepaid debit card program to benefit participants in Houston Housing Authority programs pursuant to the memorandum dated March 7, 2023, from the Michael Rogers, Vice President Fiscal & Business Operations to David A. Northern, Sr. President and CEO. The Contract will be a no-cost contract to the Houston Housing Authority.